



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

May 9, 2016

**Closing Date: May 13, 2016**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on May 16, 2016).

**Title: ACCOUNTING COORDINATOR**

**Position Number: 2208-2706**

**Grade: C121**

**Arkansas Public School Computer Network**

---

### **DUTIES:**

This position will review, analyze and prepare reports designed to reflect aspects of the organization's fiscal status and prepare special and periodic reports for use in planning by upper level management; support school districts using the APSCN Financial Management System (FMS), and provide assistance and training for users of the FMS software; perform other duties as assigned.

### **SPECIAL REQUIREMENTS:**

An accounting or related degree is required; knowledge of school fund accounting and government accounting principles required; experience in fund accounting using electronic financial systems and/or APSCN experience preferred. Excellent computer skills and oral and written communication skills desired; some in-state travel is required.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in accounting; plus three years of experience in accounting, financial management or a related area, including one year in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. [Visit our website at Arkansased.gov](http://Arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.